

Purpose

To establish a procedure for obtaining approval of specialized maintenance equipment purchases.

Policy

An Equipment Advisory Committee is established to:

1. Act as an advisory committee to the Maintenance Policy Committee and all other Department units concerning problems relative to equipment purchasing, disposition, operation and care.
2. To evaluate all recommendations submitted to the Committee concerning equipment specifications and application problems.
3. To evaluate the Department's equipment preventive maintenance program to insure that such program is adequate to accomplish established goals.
4. To determine areas where operator and mechanic training is needed and provide technical assistance in developing these training programs.
5. To review and recommend appropriate rental rates, life expectancies and utilization standards.

The Committee is composed of:

Equipment Operations Manager - Chairman
Equipment Analyst - Secretary
Equipment Specialist
Central Divisions Representative
Two District Maintenance Engineers/Supervisors
Four District Representatives
Cost Rate Accountant
Maintenance Operations Engineer - Advisor
Maintenance Data Processing Coordinator - Advisor

The District Maintenance Engineer/Supervisors shall be appointed by the Operations Engineer to serve for a period of two years.

The four district representatives shall consists of representatives from the four districts not already represented by the Maintenance Engineers/Supervisors. These committee members shall be appointed by the Equipment Operations Manager to serve for a period of two years.

The Central Divisions representatives shall be appointed by the Operations Engineer, and will serve for a two year term.

Procedures

Obtaining Approval of Specialized Maintenance Equipment Purchases

UDOT 06A-20.1

Responsibility: Equipment Operations Manager

Actions

1. Continuously evaluates specialized equipment requirements and purchase requests.
2. Submits requirements and requests to the Equipment Advisory Committee.

Responsibility: Equipment Advisory Committee

3. Reviews and evaluates requirements and requests presented by the Equipment Operations Manager.
4. Evaluates requirements presented by the Maintenance Standards Panel.
5. Presents recommendations to the Maintenance Standards Panel.

Responsibility: Maintenance Standards Panel

6. Reviews and evaluates recommendations.
7. Presents recommendations to the Operations Engineer.

Responsibility: Engineer for Maintenance

8. Reviews and evaluates recommendations.
9. Makes decisions and takes appropriate action.